

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:

283-12

Effective Date:

10/05/2015

Subject:

Crime-Scene-Chain of Custody

Approved by:

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

Steven D. Hebbe, Chief of Police



PURPOSE:

To establish procedures for recording the chain of custody.

POLICY:

It is the policy of the Farmington Police Department to limit the personnel involved in the chain of custody of an evidence item and to maintain a written record of those persons involved.

PROCEDURE:

All evidence collected from a crime scene is recorded in an offense report and entered into the BEAST evidence tracking system. The officer should note the following during entry:

1. A description of the item;
2. Location of the item at the scene;
3. Name of the owner;
4. Name of the individual who collected the item;
5. Date and time of collection;

Transfer of Custody of Physical Evidence:

Each time there is a transfer of custody of a piece of physical evidence, the evidence technician records the transaction on the BEAST system which includes the following information:

1. Date and time of the transfer;
2. Receiving person's name and functional responsibility;

3. Reason for the transfer;
4. Name and location of the laboratory (if for laboratory analysis), synopsis of event, and examination desired.

All property and evidence shall be disposed of within six months of being received by this Department, or within 6 months of all court or other legal requirements being satisfied.